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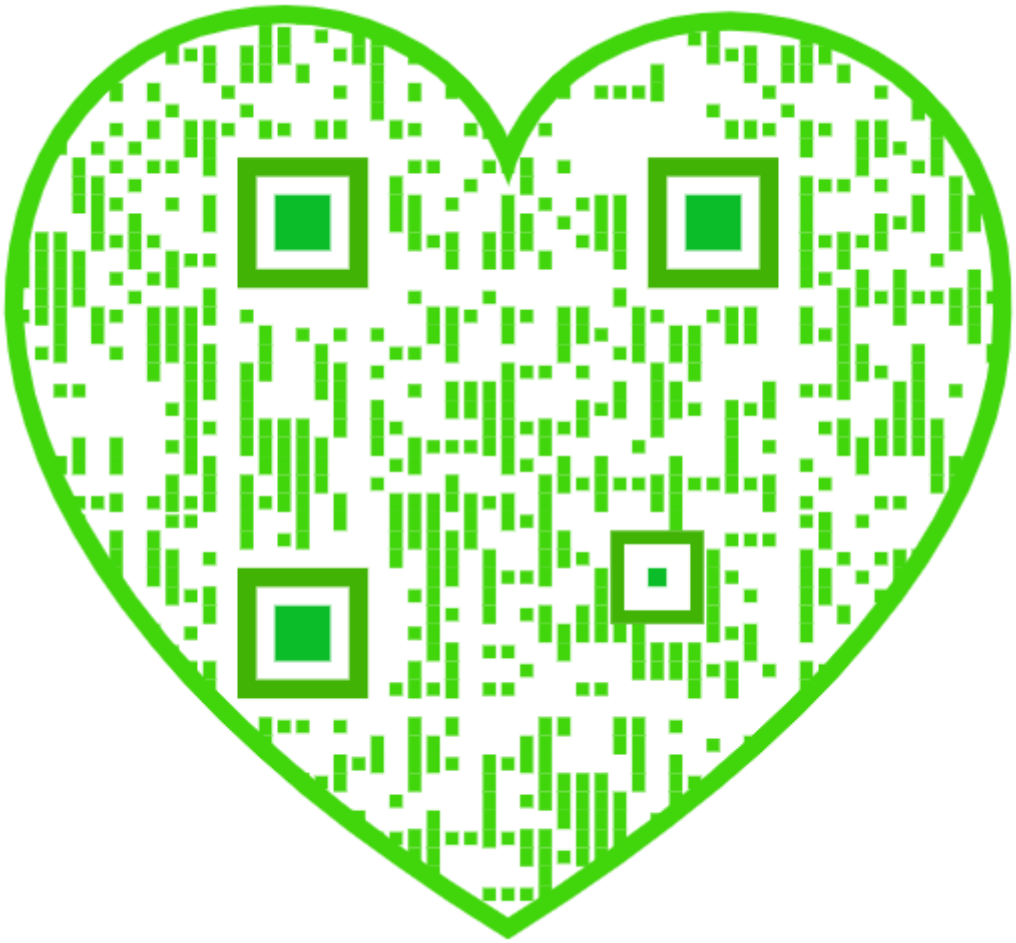

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SHORTHAND

AT A GLANCE.

—OR—

MODERN STENOGRAPHY,

The Easiest, Quickest and Most Legible System of Shorthand.

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PREFACE.

"Great praise is due to the gentlemen who report for the periodical press for the very accurate reports they furnish by means of their lengthy and defective systems of stenography." I believe this statement was first penned in the year 1845, and has been printed in Isaac Pitman's books ever since. It was aimed at the old-fashioned systems of shorthand. I now cast it back at its author, simply substituting the word "Phonography" for the word "Stenography." There is no doubt that some writers of old-fashioned phonography, after five or ten years' experience, succeed in doing excellent work with their lengthy and defective systems of shorthand, and when we consider that each outline in the Pitmanic systems* represents from six to fourteen different words, and that the unfortunate stenographer must guess which is the right one, the only wonder is that they can ever do good work.

In Teale's Light Line Phonography each outline represents one or two words, scarcely ever more than two. Of these two words one is generally a word of rare occurrence. For example: T written on the line represents the words It or Tea and nothing else.

In the Pitmanic systems, T on the line represents five words; T when shaded becomes D, and represents eight words more. As shading is almost impossible in rapid writing, T on the line in a Pitman reporter's notes represents thirteen different words, and the unfortunate reporter must guess which is the right one. In Teale's system, P on the line represents Hope or Pay and nothing else, while

* In speaking of the Pitmanic systems of phonography, we include all systems which are based on the Pitman alphabet, such as Munson, Graham, Longley, Marsh, etc.

in the Pitmanic systems P on the line represents six words; P when shaded becomes B, and represents eight words more, or fourteen in all.

Of course the student is told that he will know which is the correct word by the context, but, as almost every character in his notes is equally ambiguous, the context is a very unreliable guide, and the reporter is obliged to guess, and guess, and guess; and very often he guesses wrong. In Light Line Phonography guessing is out of the question—the student reads and does not guess.

Now about speed. A few minutes' examination of the engraved notes in this pamphlet will prove to the stenographer that Light Line Phonography is fundamentally the most rapid system of shorthand in the world.

In ordinary phonography there are thousands of contractions to be learned by heart; and if the student is not blessed with a remarkable memory he will surely fail in becoming an expert stenographer with those systems.

Light Line Phonography is fundamentally so rapid that very few contractions are necessary, and consequently there is very little to remember.

The remarkable legibility of Teale's Light Line Phonography makes it certain that in the near future this system of shorthand will be universally used. As a consequence of this remarkable legibility the old time practice of employers reading over and correcting letters written by stenographers will be entirely abandoned. An employer can put as much confidence in the accuracy of letters written in this system of shorthand as if they were dictated to a longhand writer, and consequently stenographers who use this system can command better salaries than any others.

LIGHT LINE PHONOGRAPHY.

The word phonography is taken from two Greek words, phone, a voice or sound, and graphe, a writing. The word phonography therefore means a writing of the voice, or writing words as they are pronounced.

In ordinary spelling A has three distinct sounds, as heard in the words mat, fate, fall. The sound in the word fate is really A, the other two are Ah and Aw.

In phonography every sound is represented by a different sign or character.

– has always the sound of A in age, ´ has always the sound of E in we, and so with the rest of the letters.

CONSONANTS.

B) D / F ◡ K —

M ⌒ N ◡ P ╲ T |

Before proceeding further the student must memorize the above consonants.

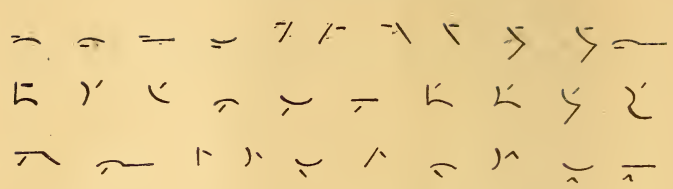
VOWELS.

– A as in age ╲ I as in time

´ E as in we ^ Ow as in cow

A vowel written above a horizontal consonant, reads before it, written below, it reads after. See aim, may, ache, nay, the first four words in Exercise I.

EXERCISE I.

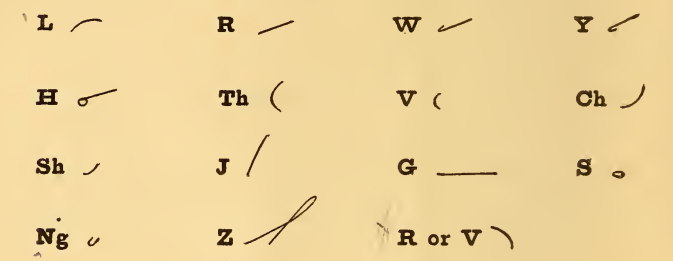


EXERCISE II.

Aim, may, ache, nay, aid, day, ape, pay, paid, fade, make, tame, be, fee, me, knee, key, team, beam, feed, beef, keep, meek, tie, by, nigh, die, my, bough, now, cow.

Every exercise in this book must be carefully written in longhand and shorthand several times.

ADDITIONAL CONSONANTS.



The letters L, R, W, Y, H and Z when they stand alone are always written upward; the rest of the letters are written downward

The letters J, G and Z are double length, V and Sh are half length.

G has always the hard sound of G in gave, never the soft sound of G in gem.

ADDITIONAL VOWELS.

	O as in hope.		Oo as in food.
	U as in up.		Ew as in new.
	O as in not.		Aw as in awl.
	A as in bag.		E as in beg.
	I as in big.		Oi as in oil.

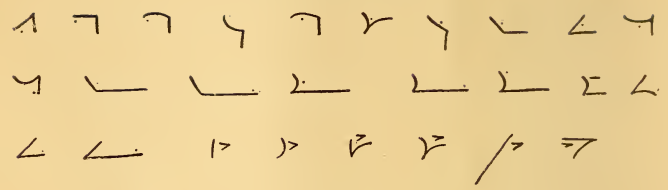
These vowels are written beside the letter T to show the difference in position. See wrote, root, pole, pool, the first four words in Exercise III.

EXERCISE III.

EXERCISE IV.

Wrote, root, pole, pool, dome, doom, comb, boom, tomb, go, toll, tool, boat, boot, coat, coal, cool, show, shoe, cot, caught, rot, wrought, not, naught, lot, law, Tom, tall, ball, fought, up, pew, nut, new, cut, mule, buff, few, come, cue, dew, foot, mute, duck, duke.

EXERCISE V.



EXERCISE VI.

Rat, cat, mat, fat, met, bell, pet, peck, deck, net, knit, peg, pig, beg, big, bag, bake, dim, Dick, dig, toy, boy, toil, boil, joy, coil.

A consonant may be written half length to add T or D See pat, pet, pit, put, the first four words in exercises VII and VIII.

EXERCISE VII.

EXERCISE VIII.

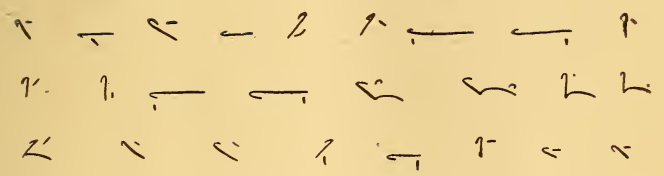
Pat, pet, pit, put, taught, light, let, knit, fit, fate, note, nut, wet, wait, white, need, made, mate, meat, feet, mat, met, night, late, date, debt, died, deed, lot, not, bad, bid, did, wit.

R may be added by a small hook on the left, or lower side of a straight consonant.

A small hook on the opposite side to the R hook adds L. See the first four words in Exercise IX, pray, cry, play, clay.

R and L hooks read immediately after the consonants to which they are written, without the intervention of a vowel.

EXERCISE IX.



EXERCISE X.

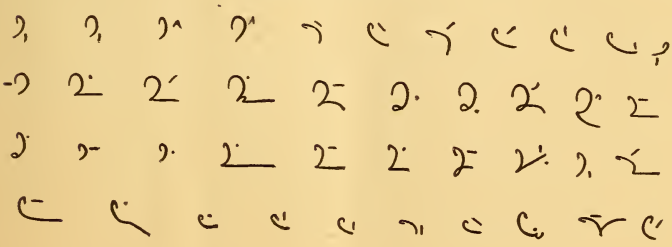
Pray, cry, play, clay, draw, glow, glue, try, tree, true, grow, grew, plum, plume, tram, trim, dream, pry, ply, drew, crew, tray, plate, prayed, plight, tried, treat, trade, proud, pride, gloom, clam, gleam, drum, crow, dried, dread, drape, drink, drip, drawl, droll, drop, droop, track, trail, truly.

On curved consonants a small hook is used for R and a large one for L. See brew, blue, brow, blow, the first four words in Exercise XI.

Fl and Fr are exceptions to this rule, Fl being inverted to form Fr. See fry, fly, free, flee, the second four words in Exercise XI.

Hooks and circles are always turned inside of curved consonants.

EXERCISE XI.



EXERCISE XII.

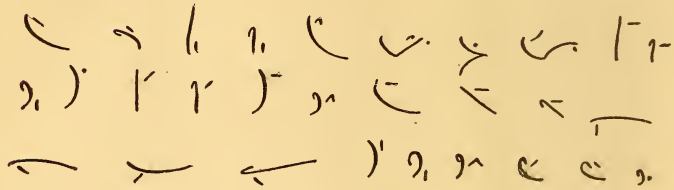
Brew, blue, brow, blow, fry, fly, free, flee, flow, flew, shrew, able, black, bleak, blank, blame, bless, bliss, blossom, bluff, break, brass, braid, bread, brag, break, bracket, bracelet, brewery, brew, flag, freak, flap, flat, float, flute, fruit, fraught, flight, fling, frail, frill, through, three, throw.

R may be added by writing the preceding consonant double length.

When R is added by lengthening, a vowel always reads before the added letter. See fire, fry, tour, true, the first four words in Exercise XIII.

A downward R or L shows a vowel before it; upward a vowel after it. See fur, fury, fell, folly, the second four words in Exercise XIII.

EXERCISE XIII.

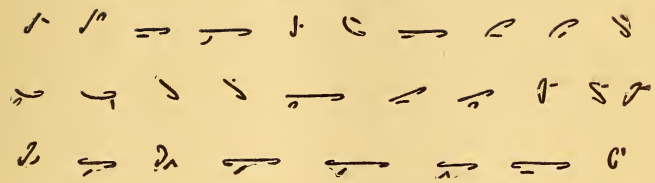


EXERCISE XIV.

Fire, fry, tour, true, tear, tray, bar, brew, tree, bare, brow, fair, pare, pray, rare, rear, near, wire, mire, bore, more, blew, flee, fly, bread, flute, three, flight, fling, brewery, brass, bracket, black, bleak, frail, pearl, barrel, barley, truly, dreary, drear, drawer, ferry, fairy, fury, fur, fell, folly.

A small hook at the end of a consonant adds N. On straight consonants the N hook must be written on the left or lower side. See dine, done, cane, gone, the first four words in Exercise XV.

EXERCISE XV.



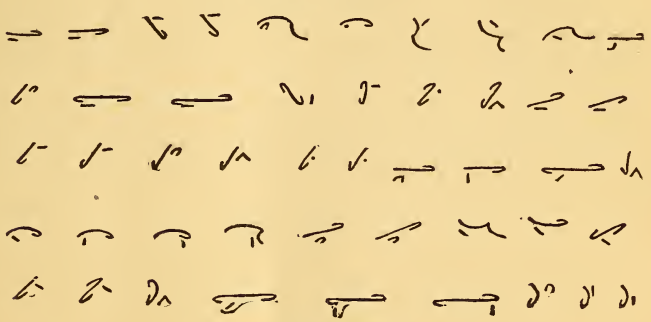
EXERCISE XVI.

Dine, done, cane, gone, ten, fine, gain, lane, lean, line, pine, dawn, den, pen, pain, bun, bean, fan, bone, boon, nine, none, nun, pin, pan, gun, rain, run, train, plain, drain, drawn, clean, brown, green, glean, clown, throne, grain, crane.

A small hook at the end of a straight consonant, on the opposite side to the N hook, adds F or V. See cave, cane, pave, pain, the first four words in Exercise XVII.

The F or V hook cannot be written to curved consonants, as hooks and circles must always be written on the inside of curved letters. See muff, man, beef, five, the second four words in Exercise XVII.

EXERCISE XVII.



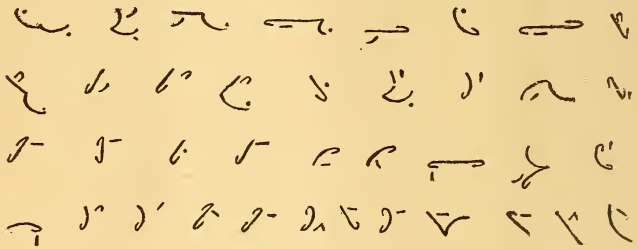
EXERCISE XVIII.

Cave, cane, pave, pain, muff, man, beef, bean, five, life, cough, grave, grain, proof, train, drive, drain, rave, rain,

Dave, Dane, dove, done, deaf, den, cuff, cone, grief, green, gone, gave, moan, move, ruff, run, knife, nine, line, wine, wife, rife, dive, drove, drone, brown, grieve.

When the N or F hook is written at the end of a consonant, it is final, that is a vowel cannot be read after it. In such words as Fanny, bonny, coffee, gravy, the stem N, F or V is used. See the first four words in Exercise XIX.

EXERCISE XIX.

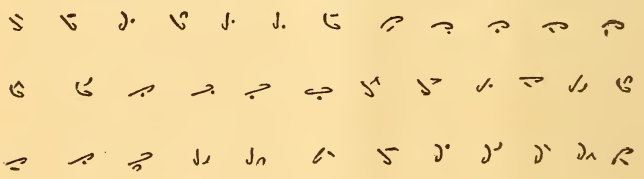


EXERCISE XX.

Fanny, fan, bone, boney, bonny, grave, gravy, cough, coffee, puff, puffy, pen, penny, cone, pain, pave, den, deaf, Duffy, muff, moan, move, moon, bun, bean, Ben, Benny, pan, pen, pin, plain, train, drive, drain, brown, brain, pail, play, power, fire, fry, fly, true, tour, tire, try, fruit, freight, flight, crown, grow, crew.

When the N or F hook is written to a half length consonant, the added T or D reads after the N or F. See pint, paved, bend, puffed, the first four words in Exercise XXI.

EXERCISE XXI.

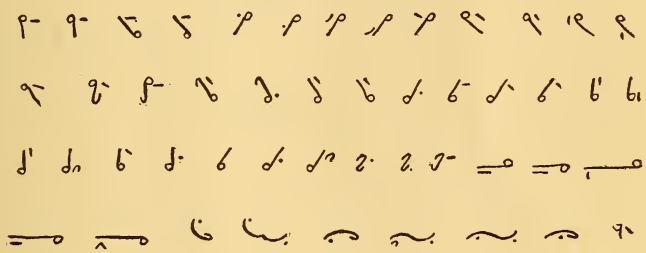


EXERCISE XXII.

Pint, paved, bend, puffed, tent, tint, found, raft, cleft, faint, leaned, mint, mind, moaned, meant, pound, point, dent, kind, dawned, fund, dined, lined, round, rent, rift, rained, roughed, taunt, tuned, dived, pinned, paint, penned, band, bond, bind, bound.

S is written on the right or upper side of a straight consonant. When S is written on the opposite side it adds R at the beginning, and N at the end. See stay, stray, pays, pains, the first four words in Exercise XXIII.

EXERCISE XXIII.



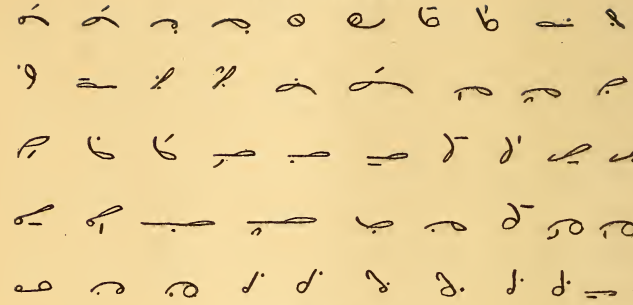
EXERCISE XXIV.

Stay, stray, pays, pains, sad, said, sod, sawed, side, spy, spry, soap, soup, spray, strive, stain, price, prince, pines, pies, dens, days, dines, dies, toes, tones, ties, tens, dice, dance, dence, dunce, draft, drift, drained, case, canes, goes, gains, fan, Fanny, man, money, many, men, main, sat, strayed, stride, straight, peace, pence, crowns, gowns, moves.

S may be written double length to add T. See seam, steam, miss, mist, the first four words in Exercise XXV.

S may be written double size to add S or Z. See size, season, faces, possess, the second four words in Exercise XXV.

EXERCISE XXV.



EXERCISE XXVI.

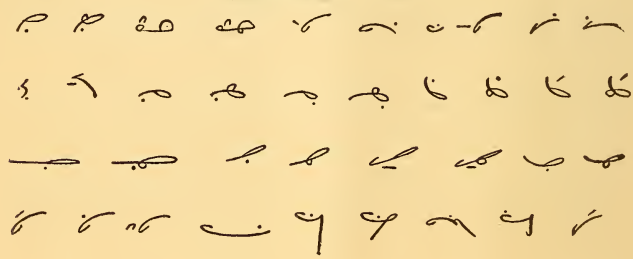
Seam, steam, miss, mist, size, season, faces, possess, stick, step, stab, stake, steady, study, stem, steam, steamer, most, must, last, least, fast, feast, cost, cast, cased, based, boast, waste, west, haste, host, guest, gust, nest, mast, basis, mosses, Moses, success, dies, dines, dose, doses, loss, losses, case, cases, mass, masses, dance, dances, prince, princes, tense, tenses, cave, cane, canes.

S may be added to the St loop or to Ss. See last, lasts, success, successes, the first four words in Exercise XXVII.

A small hook at the beginning of L, M or N represents W. See while, whim, went, wail, the second four words in Exercise XXVII.

A tick at the beginning of M, L, R or B, may be used for H. See hill, hammer, habit, hair, the third four words in Exercise 27.

EXERCISE XXVII.



EXERCISE XXVIII.

Last, lasts, success, successes, while, whim, went, wail, hill, hammer, habit, hair, mast, masts, mist, mists, fast, fasts, feast, feasts, guest, guests, rest, rests, waste, wastes, wheel, well, wool, winter, winner, Wednesday, whimper, wanton, hall, hail, heel, hobby, window.

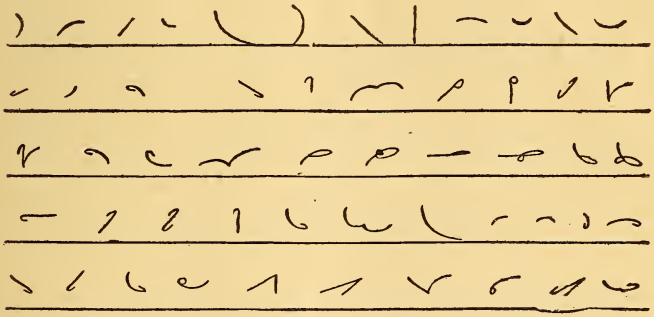
VERBATIM REPORTING.

In reporting the vowels are generally omitted, and the consonant outlines written in three positions.

First position, above the line, shows that Ah, Aw or the long sound of I follows the first consonant. See by, law, die, fight, the first four words in Exercise XXIX.

Double length consonants are in the first position on the line. See fire, bar, par, tar, the second four words in Exercise 29.

EXERCISE XXIX.



EXERCISE XXX.

By, law, die, fight, my, nigh, pie, night, white, shy, fright, strive, pawn, tried, lime, sawed, sought, drawn, dial, trial, fry, fly, mile, last, lasts, casts, fasts, cry, dry, draw, drive, try, Fanny, fire, par, bar, far, tire, light, might, bad, mine, fine, fan, ran, right, ride, Saul, Paul, wide.

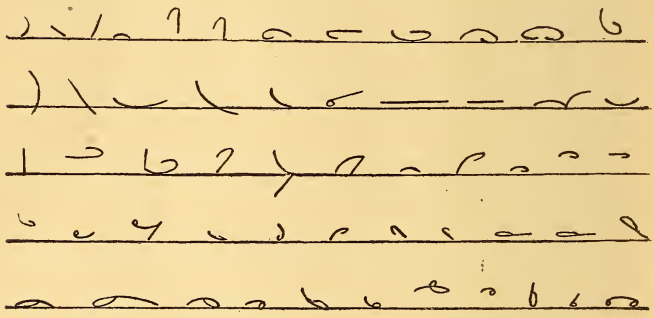
Second position, on the line, shows that E or A, long or short, follows the first consonant. See be, pit, day, met.

A large hook at the beginning of a word shows that the position vowel reads before the first consonant instead of after it. See ought, eat, aim, ache, second four words in Exercise 31.

A large hook at the end of a consonant, shows the syllable shon. See nation, mission, emotion, fashion, third four words in Exercise 31.

Double length consonants are in the second position, a little through the line. See bare, pear, near, fair.

EXERCISE XXXI.

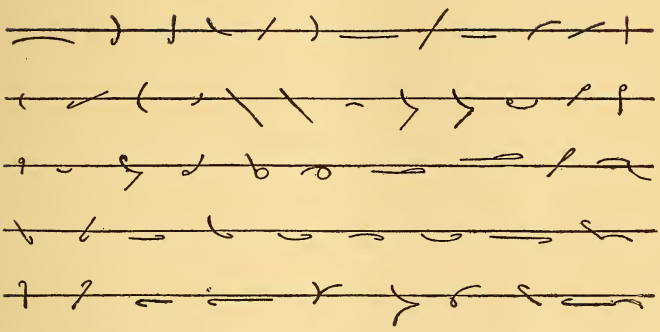


EXERCISE XXXII.

Be, pit, day, met, ought, eat, aim, ache, nation, mission, emotion, fashion, bare, pear, peer, fair, fee, hay, gay, key, mill, nay, tea, caution, tension, aid, fade, laid, made, lane, lean, meant, mint, mind, kind, find, sent, send, faint, bent, lend, prayed, played, stake, stick, step, steam, steamer, mist, meets, feast, fits, masts, mats.

Third position, through or under the line, shows that O, U, Ow, Oi or Oo follows the first consonant. See more, bun, town, few.

EXERCISE XXXIII.



EXERCISE XXXIV.

More, bun, town, few, due, boy, go, joy, cow, low, rue, row, too, view, woe, thou, show, poor, power, mood, food, feud, sown, sued, soot, strewed, note, flood, choose, possess, mosses, gust, guest, study, muff, puff, dove, cuff, fun, noon, moon, none, gone, gun, plum, true, drew, crew, grew, grow, boil, foil, soil, plow, gloom, drum, crown, glue.

The prefixes con or com, may be represented by a dot at the beginning of a consonant, or by the letter K. Con or com does not take position; the first vowel in the rest of the word is the position vowel. Constant, complete, confined, confound.

In the middle of a word the syllables con or com, may be indicated by disjoining. Recommend, irreconciliation, incomplete, inconstant.

The sylable ing, may be represented by Ng, or by a dot at the end of a word. When Ng will form a good joining, it must be used in preference to the dot. Going, waiting, causing, meaning.

Sl may be used for the syllable self. Myself, himself, selfish, yourself.

F may be used for the syllable ful. Careful, beautiful.

B may be written for the syllable able or ible. Sensible, excusable.

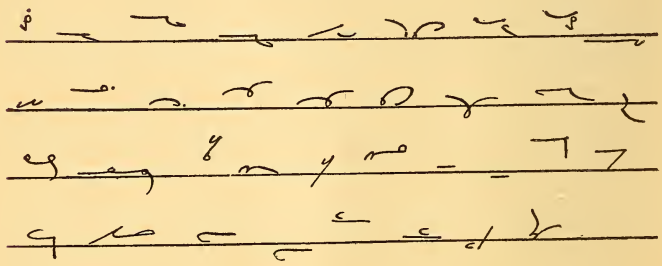
As Ng scarcely ever occurs at the beginning of a word in English, the sign for it may be used for the syllable in, when written in the first position, en, in the second position, and un, in the third position. This character may be written either way up. Induce, enemy, undue, increase.

G cannot be written half length as it would become K, but G may be written quarter length to add T or D. K when standing alone is not written half length. Get, good, caught, kid.

A large hook at the beginning of K on the upper side, adds W and reads as Kw. A large hook on the lower side of K shows an initial vowel. Quote, request, ache, oak.

An additional form for W is sometimes useful. The character found in the words walk, wake, wood, and bewail, at the end of the next exercise, is called brief W. This letter is written at the beginning of a consonant to add a first position vowel, in the middle of a consonant to add a second position vowel, and at the end lo add a third position vowel.

EXERCISE XXXV.



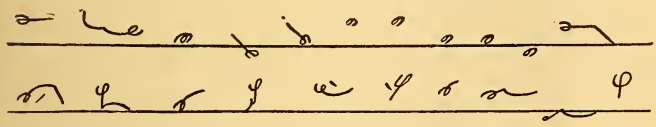
EXERCISE XXXVI.

Constant, complete, confind, confound, recommend, irreconciliation, incomplete, inconstant, going, waiting, causing, meaning, myself, himself, selfish, yourself, careful, beautiful,

sensible, excusable, induce, enemy, undue, increase, get, good, caught, kid, quote, request, ache, oak, walk, wake, wood, bewail.

A small hook before S shows an initial vowel, after S a final vowel. A small hook after S may also be used for the syllable shon. Ask, fancy, easy, position, compensation.

EXERCISE XXXVII.



EXERCISE XXXVIII.

Ask, fancy, easy, possession, compensation, sigh. saw, see, ease, sue, escape, asleep, esteem, easel, astonish, assign, aside, ascertain, certain, assist.

EXERCISE XXXIX.

Pat, pet, pit, put, [7] pray, play, cry, clay, [9] brew, blue, brow, blow, [11] fire, fry, tour, true, [13] dine, done, gone, [15] cave, cane, pave, pain, [17] Fanny, bonny, coffee, gravy, [19] pint, paved, bend, puffed, [21].

Exercises 39, 40 and 41, are test exercises. The student must write them without referring to any other part of the book. The numbers refer to the original shorthand exercises, in which the words are found. After the student has completed exercise XXXIX, he may refer to the numbered exercises, to ascertain if he has written it correctly. Where he finds errors in his work he should write the whole exercise referred to.

EXERCISE XL.

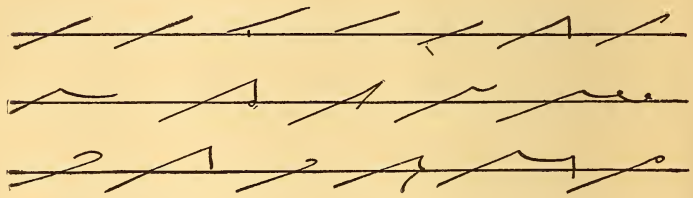
Stay, stray, pays, pains, (23) seam, steam. miss, mist (25) last, lasts, success, successes, (27) fire, fry, far, free, par, pray, tar, try, fly, (29) lend, prayed, played, stake, steam, steamer, mist, (31) more, fun, town, crown, glue, boil, gloom (33).

EXERCISE XLI.

Constant, complete, confined, confound, irresolution, incomplete, increase, get, good, caught, kid, quote, meaning, causing, selfish, induce, enemy, (35) assume, assemble, assist, assault, estimate, astray, aspire, compensation, position, (37)

R through the line may be written double length to add M.

EXERCISE XLII.

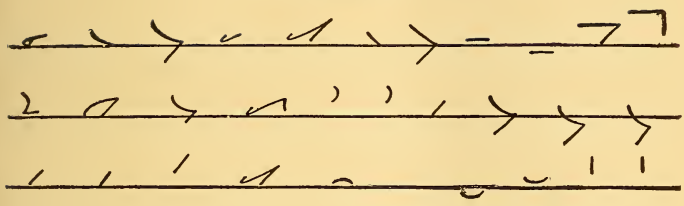


EXERCISE XLIII.

Room, rum, roar, rear, rhyme, remit, remain, remainder, remittance, remedy, remind, reminiscence, remission, remote, remove, removal, remunerate, Romans, remuneration, remunerative, roamed, remnant, remiss.

A consonant may be written half length to add T. The letters B, D, G, M, N, T, may be written half length to add either T or D. Mnemonic aid, Bad Garment.

EXERCISE XLIV.



EXERCISE XLV.

Hate, fate, fade, wait, wade, pet, paid, get, good, kid, cat, begged, laid, faded, waited, bad, bought, deed, feed, feud. food, date, debt, died, weed, made, mate, mood, note, need, neat, knit, taught, tide, dated, light, load, laid, late, coat, wet, feet, feed, beat, abode, dried, cried, flight, flood, bright, blight,

EXERCISE XLVI.

Mend, mind, kind, went, lent, leaned, violent, valiant, talent, command, commend, commanded, found, founded, puffy, cough, coffee, men, money, paved, bend, dance, deaf, dunce, crowns, draft, drained, strewed, stride, prince, size successes, losses, cases, caves, canes, case, days, dines.

EXERCISE XLVII.

Wanton, hall, hail, heel, hobby, window, winner, winter, Wednesday, hammer. habit, wool, well, wheel, whimper, beautiful, sensible, incomplete, selfish, himself, myself, increase, undue, ache, oak, walk, wake, week, work, dwarf, turf, dwell.

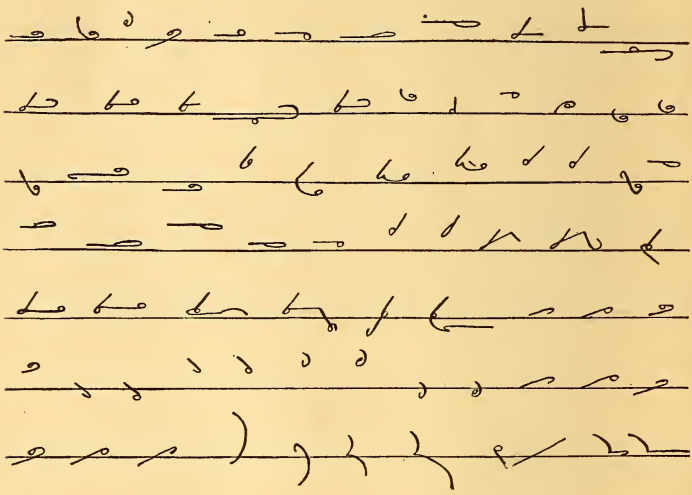
S may be added to the F hook on straight consonants, and the N hook on curved ones. Caves, fence, binds, roofs, the first four words in exercise 48.

S on the N side adds N; the St loop follows the same rule. See case, canes, guest, against, the second four words in Exercise 48.

Between two consonants S must be written on the most convenient side. See desk, task, execution, discussion; the third four words in Exercise 48. S may sometimes be written on the opposite side to add R. See discourse, discrete, excursion, discretion.

As lengthening adds R, the character shown in the alphabet, (page 4) representing R or V, is scarcely ever used for R at the end of a word. At the beginning of a word this character always represents R unless it is followed by K or G. See beer, brewer, behave, behavior, superior, vacant, vague; the last seven words in Exercise 48.

EXERCISE XLVIII.



EXERCISE XLIX.

Caves, fence, binds, roofs, case, canes, guest, against, desk, task, execution, discussion, discourse, discrete, excursion, discretion, finds, tents, kinds, lends, funds, faints, puffs,

EXERCISE L.

At the beginning of a word W is not written half length to add D. Wad, wade, wed, weed, wood, wedding, weeding, wide, waddle, wet, wait, white, wit, wheat, witness, wetness, whiteness.

Before L, M or N, a small hook is used for W. Wheel, wail, well, wall, wool, willow, wealth, while, William, weal, whale, woman, women, whim, wanton, winner, winter, went, want, wanted, wonder.

Before K, G or Sh, brief W is used. Wake, walk, week, wick, wag, waggon, waggoner, weaken, waken, wakeful, wash.

Wire, ware, war, weary, warrior, wearer, west, waist, widest, windward, wheeled, wailed, wailing.

Hall, hill, heel, hole, hull, whole, hollow, hail, holder, ham, hamper, hammer, hamlet, hammock, hem, hemisphere, hemlock, hymn, hum, human, humanity, humble, humiliation, habit, habitual, habitation.

EXERCISE LI.

Babe, baby, back, bake, bag, beg, beak, ball, bale, bell, mill, mail, meal, fidelity, bill, bull, beach, bench, banish, battle, beetle, bottle, dull, dale, delay, daily, deal, cap, cattle, cape, cup, keep, copy, coffee, cab, egg, gay, go, gape, gate, guide, giddy, gauge, gaily, guilty, fade, fed, feed, food, pack, peck, pick, peak, dog, duck, lime.

EXERCISE LII.

Ballot, bald, bailed, built, bold, bullet, begin, bacon, beacon, balance, bailiff, banjo, blue, true, try, tire, fry, fire, black, bank, bleak, bound, bind, band, mind, meant, mint, breakfast, dinner, supper, billow, drill, drink, drank, gain, again, gone, gown, duty, droop, drip, dream, count, countless, counter, gallant, gem, gum, gin, Jane, gather, hang, hanging, hoop maiden, mechanical.

BUSINESS LAW.

Ignorance of the law excuses no one.

An agreement without consideration is void.

Signatures made with a lead pencil are good in law.

A receipt for money paid is not legally conclusive.

The acts of one partner bind all the others.

Contracts made on Sunday cannot be enforced.

A contract made with a minor or a lunatic is void.

Principals are responsible for the acts of their agents.

Agents are responsible to their principals for errors.

Each individual in a partnership is responsible for the whole amount of the debt of the firm.

A note given by a minor is void.

Notes bear interest only when so stated.

It is not necessary to say on a note, "for value received."

A note drawn on Sunday is void.

A note obtained by fraud, or from a person in a state of intoxication, cannot be collected.

If a note be lost or stolen, it does not release the maker.

An indorser of a note is exempt from liability, if not served with notice of its dishonor within twenty-four hours of its non-payment.

It is a fraud to conceal a fraud.

The law compels no one to do impossibilities.

A personal right of action dies with the person.

In making agreements, consider not only your rights, but also your remedies.

This above is a key to page 28.

WORD SIGNS.

1 of, 2 the, 3 I.

1 a, an.

1 and, 2 say, 3 so.

1 was, 2 owe, oh, 3 out.

1 what, 4 would.

1 any, 2 thing, 3 long.

1 beyond, 2 you, 3 young

1 with, 2 when, 3 were.

1 that, 2 he, 3 who.

1 as, has, 2 is, his, 3 us.

1 can, 2 come, 3 could, company.

1 cannot, kind, 2 account.

1 all, 2 will.

1 are, 2 or, 3 our.

1 by, 2 be, 3 but, obey, 4 to be.

1 had, die, 2 day, 3 do, due.

1 if, 2 for, 3 from.

1 after, 2 for the, 3 from the.

1 large, 3 joy, judge.

1 my, am, 2 him, 3 me.

1 in, 2 no, know, 3 on.

1 not, night, 2 and the, 3 on the.

1 part, 2 up, 3 upon, hope.

1 at, 2 it, 3 to, two.

1 have, of the, 2 ever, 3 vow.

1 why, 2 we, 3 one.

1 thy, though, 2 they, them, 3 without, thou, thee

1 doctor, 2 dear, 3 during.

1 find, 2 found, 3 fond.

1 ago, 2 give, 3 go.

1 got, 2 get, 3 good.

1 glad.

2 great.

1 myself, 2 himself.

1 in their, neither, 2 nor, 3 under, hundred.

1 enjoy.

2 knowledge.

1 bought, 2 body, 3 but the, 4 about.

2 better.

2 able, 3 oblige–d.

2 behavior.

1 abundant, 2 between the, 3 obedient.

2 different–ce.

1 had not, 2 did not, 3 do not.

2 devolve–d.

2 distinct.

2 discreet, discord.

2 district.

1 fact, affect, 2 effect.

1 feature, 3 future.

2 February.

1 form, 2 free.

1 family.

1 another, 2 in our, Henry, 3 honor, owner.

1 every, 2 very, 3 over.

1 why, 2 we, 3 one.

1 where, we are, 3 whether.

1 walk, 2 week, 3 work.

1 there, they are, 3 other.

1 these, 2 this, 3 thus.

2 those.

1 thank, 2 think.

1 each, 2 which, 3 much.

1 shall, 2 she, 3 show

1 want, 2 went.

2 till, tell, 3 until.

1 tried, 2 trade.

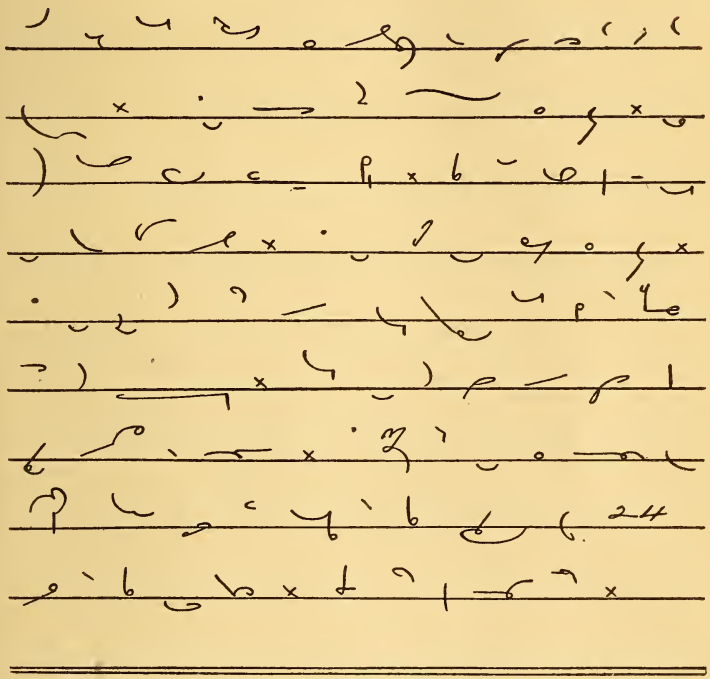
1 rather, 2 roar, 3 room.

1 mind, 2 may not, amount.

2 Mr., 2 remember, 3 mother.

1 enlarge.

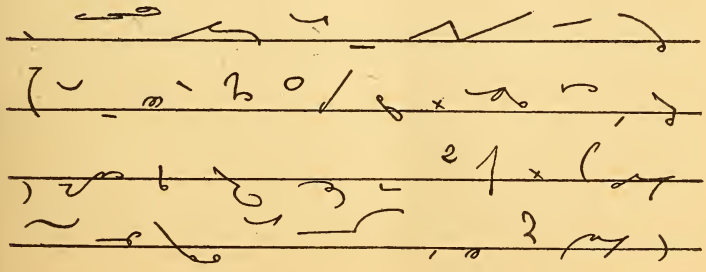
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

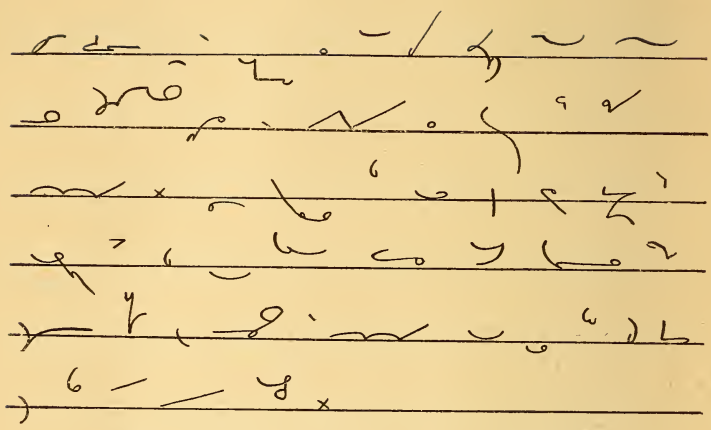


THE GALLERY.

Extract from Benn Pitmann.

Key on page 36.

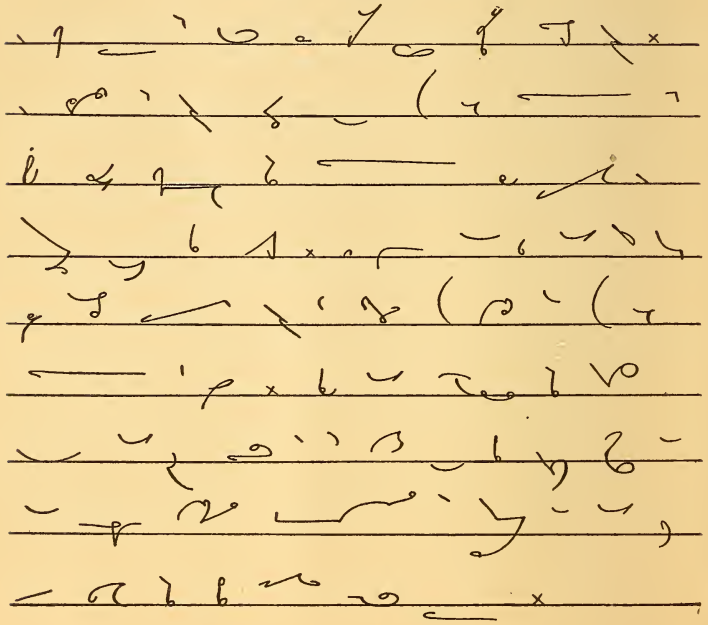




THE TRUE GLORY OF A NATION.

EXTRACT FROM MUNSON.

Key on page 36.



RULES.

1. The letters L, R, H, W, Y and Z, when they stand alone, are always written upward; the remainder of the consonants are written downward or from left to right.

2. A vowel written above a horizontal consonant reads before it; written below, it reads after. Aim, may, ache, key.

3. A consonant may be written half length to add T or D. Night, light, need.

4. At the beginning of a word K is not written half length. Cat, kid.

5. G is written quarter length to add T or D.

6. When R or L follows immediately after a consonant, the hook must always be used.

7. When R or L follows a vowel, the hook must never be used.

8. When R is added by lengthening, a vowel always reads before the added letter. Power, far, more, near.

9. R and L hooks are always written at the beginning of consonants; N and F hooks at the end. Pray, pain, plain.

10. N and F hooks are final. When a word ends with a vowel these hooks are not used Fan, Fanny, cough, coffee.

11. The F or V hook cannot be written on curved letters.

12. S is written on the right or upper side of straight consonants; when S is written on the opposite side, it adds R at the beginning and N at the end.

13 S may be written doub'e length to add T. Steam, last, most.

14. S or St at the beginning of a consonant reads before the vowel; at the end of a consonant it reads after the vowel. Sat, step, days.

TRY.

There was once a good little dwarf named Try, who was so powerful that he overcame everything that he attempted, and yet was so small that people laughed when they were told of his wondrous powers. But the tiny man was so kind at heart, and loved so much to serve those who were less able than himself, that he would go and beg of those who knew him better, to plead for him that he might be allowed to help them out of their troubles; and when once he had made them happy by his noble deeds, they no longer despised him or drove him away with sneers, but loved him as their best friend. Yet the only return this good dwarf sought for all his services, was that when they knew any one who wanted a helping hand they would say a good word in his favor, and commend them to Try.

New York, Jan. 28th, 1888.

Gentlemen:- In answer to yours of the 23rd, the goods were sent yesterday, by Adams' Express. You ought to receive them to-morrow afternoon. Yours truly,

Gentlemen:- Inclosed find invoice of Teas ordered on the 9th inst. The Japans were not quite up to the mark, so we sent Chinas. The price is a little higher, but we know the goods will please you, we shipped yesterday, via New York Central as directed.

Gentlemen:- Your favor of 22nd. was duly received, and we forward the goods this day per Merchants' Despatch, as directed. Inclosed find invoice. Your obedient servants,

Cashier First National Bank.

Sir:- We propose to open a deposit account in your bank, and would refer to F. M. Stevens, Esq., and to Messers Browning & Co., as to our standing, &c. Respectfully your servants,

Gentlemen:- Will you oblige us confidentially with some information relative to Messers J. B. Jones & Co., of your town. Do they stand fair, and would you consider it safe to sell them at four months?

Respectfully your servnats,

Gentlemen:- Your favor of the 10th is at hand. We regret that we cannot give you any satisfactory information relative to the parties you inquire about. Our opinion of them is unfavorable.

Very respectfully yours,

Gentlemen:- In reply to yours of the 10th inst, we would say that the house you inquire about is in good standing, and we should not refuse them a reasonable credit; but we do not know the extent of their responsibility. Respectfully yours,

Gentlemen:- In reply to yours of the 10th inst. we would say that the house of J. B. Jones & Co., is in first rate standing, and in our opinion will assume no indebtedness for which they are not amply responsible.

THE GALLERY.

EXTRACT FROM BENN PITMANN.

The qualifications required in a good reporter are various, and they are not so easy of attainment as is generally supposed. In the first place, a man who pretends to be an ornament to his profession, must be a good shorthand writer. There are certainly many excellent persons in the Gallery, who use abbreviated longhand, but still a quicker mode of note taking is in general desirable, and, in many cases, absolutely necessary, unless the reporter is favored with an extraordinary memory. Some persons have been known to supply a column of a newspaper, and that even on financial questions, in which figures form the bulk; entirely from the exercise of memory, no notes having been taken; but these are rare instances.

THE TRUE GLORY OF A NATION.

EXTRACT FROM MUNSON.

The true glory of a nation is an intelligent, honest, industrious Christian people. The civilization of a people depends on their individual character; and a constitution which is not the outgrowth of this character, is not worth the parchment on which it is written. You look in vain in the past, for a single instance, where the people have preserved their liberties, after their individual character was lost. It is not in the magnificence of its palaces, not in the beautiful creations of art lavished on its public edifices, not in costly libraries and galleries of pictures, not in the number or wealth of its cities, that we find a nation's glory.

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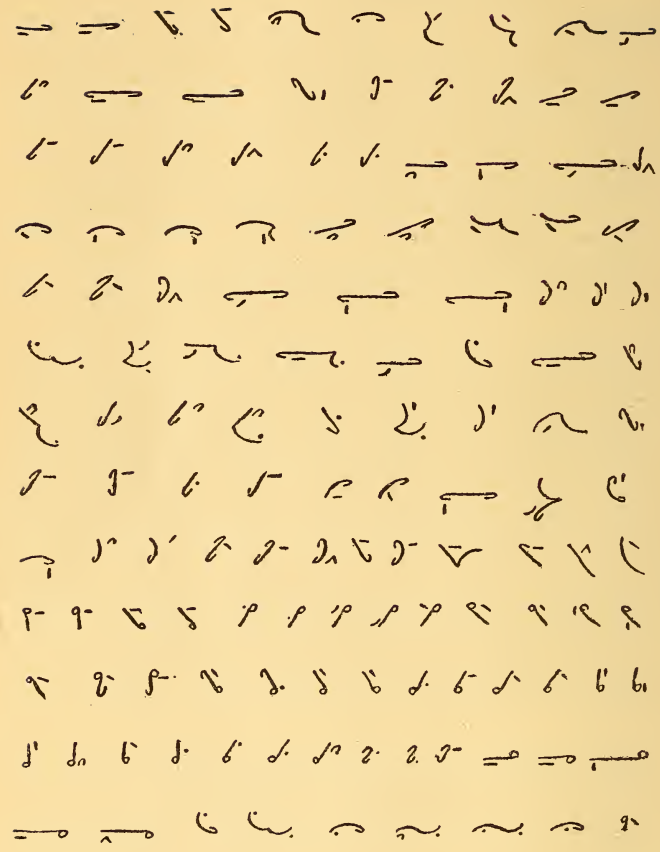
Yours very respectfully,
Taylor & Stevens.

Every intelligent stenographer will concede that the use of light lines and a seperate and distinct character for every sound, will increase the legibitity of shorthand very materially; but they suppose that a light line system cannot be arranged without disadvantages of some sort. A comparison of the extracts from Pitman and Munson (on pages 29 and 30) with the originals, will show that Light Line Phonography is not only three hundred per cent. more legible, but is briefer, more facile, and better in every respect than ordinary shorthand. Of course an occasional outline will be found that is longer than that used by Pitman or Munson, but the majority of the outlines are shorter, and an actual count of the pen strokes, will show to the advantage of the Light Line Phonography.

The only real difficulty in ordinary shorthand is its lack of legibility. In rapid writing the strokes which ought to be shaded are frequently written light, and the position indicates the accented vowel, which may be in any part of the word; the consequence is, in reading, the words cannot be spelled.

In Light Line Phonography, every sound is represented by a seperate and distinct character, so we know exactly what the consonants are. The position vowel, reads immediately after the first consonant, unless otherwise shown. The consequence is, in reading Light Line Phonography, the outlines can be spelled out, almost as well as if every letter were actually written.

EXERCISE LV.



When the student has thoroughly practiced all the exercises in this book, he is advised to procure a copy of the READER.

HENRY TEALE,
121 Court St., Brooklyn, N. Y.

INDEX.

Brief W, Exercises 35, 50.

Double length consonants, Exercises 13, 29, 31, 33.

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ST loop, SS or SZ, Exercise 25.

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Second position, Exercise 31.

Third position, Exercise 33.

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W hook, H tick, Exercises 27, 47, and 50.

WHAT EXPERTS SAY ABOUT LIGHT LINE PHONOGRAPHY.

Extract from Mr. J. L. Cobbin's letter to the "STENOGRAPHER" for July 1895. This gentleman is an expert Pitman writer, with thirty-seven years experience.

---

15 Kloof St., Cape Town, South Africa.
April 22nd, 1895.

To the Editor of the STENOGRAPHER,
Philadelphia, Pa.

I have been so much struck with the specimen of Mr. Teale's very ingenious Light Line Phonography, and with the sound common sense basis upon which it is built, that I have ordered a copy of the work from New York. I began the study of Phonography in 1858, but had Teale's presentation of it been then known, I would never have dreamed of adopting Pitman's thick and thin characters.

I am inclined to think that Teale's system will indeed be a very dangerous rival to Pitman's. Mr. Teale has produced two cardinal improvements which are destined to have an enormous influence upon every kind of phonography. He has abolished shaded strokes, thereby lessening the writer's fatigue and greatly accelerating his speed; and he has given a distinct outline to every consonant, thereby introducing certainty and legibility, and abolishing the innumerable maddening clashings which disfigure Isaac Pitman's system, whether written by himself, or by any of his adherents, or by any American adapter of his invention.

There are many details about which I can say very little until I receive Mr. Teale's hand-book; but I am greatly in error if he has not struck oil in a very rich region indeed. Having perused many hundreds of systems, constructed more than one hundred different alphabets, and being acquainted with an immense amount of stenographic literature, I frankly admit, that Mr. Teale has aroused my interest, enlisted my sympathy, and won my admiration.

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Approved; JOHN BOYD THATCHER,
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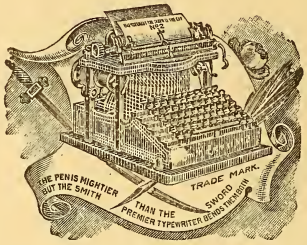

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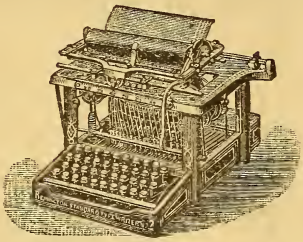

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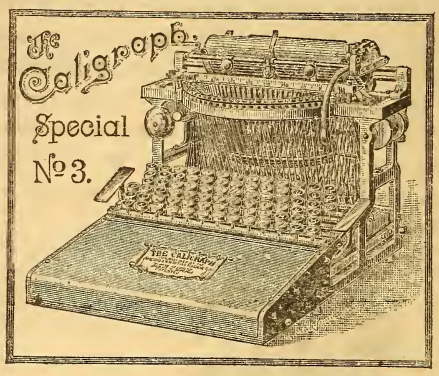

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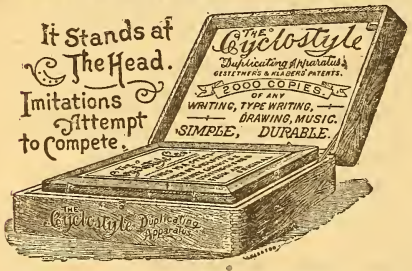

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